



**CIVIL AIR PATROL
United States Air Force Auxiliary
Oklahoma Wing
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**OKWG SUPPLEMENT 1
CAPR 77-1
1 Dec 1999**

MOTOR VEHICLES

OPERATION AND MAINTENANCE OF CIVIL AIR PATROL OWNED VEHICLES

This supplement is applicable to Oklahoma Wing Headquarters and subordinate units.

CAP REGULATION 77-1, DATED 1 SEPTEMBER 1993, is supplemented as follows:

Paragraph 2f. Added: Record Folder, Wing;

- (1) Title or Standard Form 97.**
- (2) CAP Form 37.**
- (3) Cap Form 74, Last Annual Inspection**
- (4) CAP Form 73, one for each month since last annual inspection**
- (5) Two photographs from last inspection**
- (6) Copy of the Insurance Verification**

Paragraph 2g. Added: Record Folder, Vehicle

Each unit with a corporate vehicle will maintain a folder in that vehicle to include at least the following.

- (1) CAP Form 37.**
- (2) CAP Form 74, Annual Inspection.**
- (3) CAP Form 73, one for each month since the last annual inspection**
- (4) Copy of the Insurance Verification**
- (5) Vehicle Mileage Report.**
- (6) CAP Radio Station License.**

Paragraph 3a. Added: Cap vehicles will be assigned to units within Oklahoma Wing by the Oklahoma Wing Transportation Officer. Due to limited transportation Resources, units having a corporate vehicle will share the vehicle with other units as necessary to meet CAP's mission.

Paragraph 5a. Added: New and replacement Form 75's will be issued by the Wing Transportation Officer and will be signed by the Wing Commander or his designee. The application procedure is as follows.

- (1) The individual must hold a valid Oklahoma State driver's license.**
- (2) The individual must obtain and submit a copy of his/her driving record From the Dept. of Public Safety. These can be obtained at any Tag Agency.**
- (3) Active duty military personnel may submit a copy of their Driver's Report from their home state in lieu of the Oklahoma report.**
- (4) A copy of the individual's current CAP membership card will be attached To the application.**
- (5) The individual will submit the above documents with a CAPF 75 to His/Her Unit Commander in return the Unit Commander will submit the application To the Oklahoma Wing HQ/LGT.**
- (6) The Wing Transportation Officer will examine the individual's driving record If it is acceptable HE/SHE will submit it to the Wing Commander, or HIS/Her designee for signature. The following items will be considered disqualifying.**
 - (a) Driving while intoxicated or under the influence of drugs.**
 - (b) Repeated speeding and /or traffic control violations.**
 - (c) At fault in an accident within the last twelve months.**
 - (d) At fault in two or more accidents within the last thirty-six months**
 - (e) Negligent homicide.**
 - (f) Any felony driving convictions.**

Paragraph 5b. Added: Each Form 75 will contain a Wing assigned number and an expiration date. The expiration date will be two(2) years from the last day of the month of the individual's nearest birthday.

Paragraph 5.b.(5). Added: Oklahoma Wing members under 21 years of age will not hold a CAP driver's license. Or be permitted to operate CAP vehicles. Any CAP driver's license issued prior to 1 May 1995. to a member under the age of twenty-one is revoked.

Paragraph 5c. Added: After the CAP Form 75 is issued, the individual must obtain A certification for each type of vehicle HE/SHE wishes to operate. The certifying official for sedans, station wagons, vans and pickup trucks one (1) ton and under is the Unit Transportation Officer or the Unit Commander. The certifying officer for buses, vans, truck over one(1) ton and special purpose vehicles is the Wing Transportation Officer, Wing Logistics Officer or the Wing Commander. This certification will be made on the back of the CAP Form 75 after completion of a successful driving test given by the certifying officer in the type vehicle being certified.

- (1) When using a vehicle, the driver is responsible for the vehicle and for Completion of all records.**
- (2) The unit with the assigned vehicle is responsible for maintenance and Minor repairs. IE: oil changes, plugs , belts, anti-freeze, water, windshield wipers, hoses, etc: (see paragraph 8c for further instructions on major repairs)**
- (3) Vehicle use will be scheduled with the unit having the assigned vehicle. Any CAP unit may schedule a corporate vehicle with the Unit Commander or Transportation Officer.**
- (4) When a vehicle has been used, it will be returned to the site from which it Originated unless other arrangements have been made. The vehicle will be returned freshly washed inside and outside and full of fuel. The person receiving the vehicle will inspect the vehicle before acceptance. Any damage will be noted at the time of the acceptance inspection.**

Paragraph 7d. Added: There will be NO SMOKING in any corporate vehicle.

Paragraph 8a(5). Added: It is the responsibility of each unit to maintain the assigned vehicle. The vehicle will be maintained in accordance with the Wing Checklist and Maintenance Schedule. Minor discrepancies will be corrected not later than 48 hours after discovery. Major/Safety related items will ground the vehicle until repaired.

Paragraph 8c. Added: Any maintenance accomplished on corporate owned vehicles may be covered if the following procedures are followed. All major repairs will be submitted to the Wing Transportation Officer for specific approval before repair is initiated.

- (1) All vehicle Rehabilitation Request will be routed through the CAP logistics Officer ,Who in turn will route the request through the CAP Wing Liaison Office (LO) who in turn will forward to HQ CAP-USAF/LGT. This office will e-mail or fax a new Rehab Form to the CAP Wing/LO to distribute to the wing/ units.**
- (2) All emergencies will be telephoned directly to the Wing/LO with a follow-up Faxed copy. The wing/LO in-turn will contact CAP-USAF/LGT for approval.**
- (3) After work has been completed all original invoices will be mailed directly To the Oklahoma Wing Logistics Officer.**

**Virginia Keller, Col. CAP
Acting Wing Commander**

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OPR: LG

Distribution: 1 copy SWR/LG

1 copy USAF/CAP LO

1 Copy each OK WG Unit